

CURRICULUM VITAE

(Sr. Manager Purchase, 16th Years of Experience of High-rise Buildings, Highways, Business Park, Ware Houses, Railways & Infra Projects)

MOHD. SHAMIM ANSARI

Address: E – 17, Badarpur,

New Delhi – 110044

Mobile: 9718196496

E-mail: ms.ansari06@gmail.com



OBJECTIVE:

To obtain a position as a procurement specialist or materials coordinator that utilizes my purchasing experience in the construction industry as well as my knowledge of manufacturing operations.

PRESENT WORKING PLACE:

- **S.N.S. INFRAPROJECTS PVT. LTD. (Delhi H.O.)** As a **Sr. Manager Purchase**, (Sep-2019 to till date, handling all sites of Delhi/NCR and PAN India of Civil, Electricals, Mechanical, Road, Railways & **Business Park, Ware Houses Project**, Work Awarded by Government & Multinational Companies.

PREVIOUS WORKING PLACE:

- **MYC INFRA PVT. LTD. (Noida)** As a **Manager Purchase**, (May-2016 to September-2019), Handling all sites of Delhi / NCR and Uttar Pradesh of Civil, Electricals, Mechanical and Road & Railways Work Awarded by Government Department.
- **E-HOMES INFRASTRUCTURE PVT. LTD. (DASNAC DESIGNARCH GROUP)**, Delhi, As a **Manager Purchase (Feb - 2013 to Feb - 2015)**, having a Team of 4 members, Handling 11 Towers and Personal Residence of Mr. CMD, (Named **The Jewel of Noida, Sector - 75 Noida - U.P. & Jain's Residence Connaught place Delhi**).
- **ERA INFRA ENGINEERING LTD.** (Formally known as **ERA CONSTRUCTION LTD.**) NEW DELHI. As a **PURCHASE OFFICER** (Jan -2008 to Feb - 2013), was handling Gov. Project, Deep Chand Bandhu Hospital - Ashok Vihar, Delhi. Cost of the Project 180 Crores.

WORKING EXPERIENCE: (16th Years)

- Working with **S.N.S. INFRAPROJECTS PVT. LTD. (Delhi H.O.)** As a **Sr. Manager Purchase, T-14 3rd Floor Vasant Square Mall Vasant Kunj, New Delhi – 110070**. Handling all sites of Delhi / NCR and PAN India of **Civil, Electricals and Ware Houses Project** Work Awarded by Multinational Companies.
- Worked with **MYC Infra Pvt. Ltd.** As a **Manager Purchase , Sector – 27 Noida – U.P.** Handling all sites of Delhi / NCR and Uttar Pradesh of Civil, Electricals and Road Work Awarded by PWD & CPWD.
- Worked with **E-Homes Infrastructure Pvt. Ltd.** As a **D. Manager Purchase (July – 2013 to Feb - 2015) The Jewel of Noida, Sector – 75 Noida – U.P. & Jain's Residence Connaught place Delhi)**.

- Worked with M/s **ERA Infa Engineering Limited**, Delhi, at DEEP CHAND BANDHU MEMORIAL HOSPITAL, Delhi, as a **PURCHASE OFFICER** from the period of Nov-2010 to June - 2013.
- Worked with M/s **ERA Infa Engineering Limited**, Delhi, at DEVI AHILYA BAI HOLKER AIRPORT, (New Terminal Building) Project, Indore (M.P.) as a **PURCHASE OFFICER** from the period of May-2010 to Nov.- 2010.
- Worked with M/s **ERA Infa Engineering Limited**, Delhi, at C.B.I. HEAD QUARTERS Lodhi Road New Delhi Project as a **Sr. PURCHASER** from the period of January -2008 to May-2010.

JOB DESCRIPTION:

- **Working in ERP & Tally Package.**

Maintain Purchase Requisition, Vendor Quotation, Comparative Report, Purchase Order, Inventory, Stock Maintenance, Monthly Purchase Billing, Daily & Monthly Purchase Report, Preparing Requisition as per Requirement, MIS Report etc.

JOB PROFILE:

- Receiving of Purchase Requisition from site.
- Identify Prospective Suppliers.
- Preparing comparative statement to the offer received.
- Conducting commercial negotiations with the Manufacturers & Suppliers.
- Obtain necessary approval.
- Placement of Purchase Order & follow up for delivery.
- Keeping details of purchase order.
- Procurement of material as per the budget.
- Rate analysis of the required material.
- Negotiate and follow up with the suppliers and rating of suppliers.
- Sourced & negotiated pricing for all required items with planning for time delivery at Site.
- Preparation of necessary required document.
- Control and certification of invoice and issuing work order.
- Procurement of material directly from the manufacturer.
- Preparation of monthly statement of purchase.
- Reporting to the Managing Director about all the details of daily activities.
- Co-coordinating with site engineers and interacting with internal audit.

Professional Qualification:

- **MBA** – Specialization in **Marketing & Finance**, from Lal Bahadur Shastri institute of management and development studies (LBSIMDS), Lucknow.
- **B.Sc. (I.T.)** from, Sikkim Manipal University.
- Basic Computer Hardware Diploma from ALLAHABAD.

Academic Qualification:

- SSC . from Shiva Ji intermediate college, U.P. Board,
- HSS . from Gandhi Intermediate college, U.P. Board

Computer Proficiency:

- MS office – Word, Excel, Power Point & companies special software.
- Knowledge of Internate, and many other softwares.
- Experienced in ERP & Tally.

Extra Curricular:

- Attend company special training program (A competency building program for employee development) in Noida.
- An active participant in Debating, Elocution.
- Attend National seminar on “Young Leader In The Making Expectation And Imperatives held at Naveen Bahwan on 17th march 2007 Lucknow.

Personal Details:

Date of Birth : 20th July, 1984.

Father's Name : Mr. Mohd. Halim Ansari

Permanent Address : Village, Tendui & post – Sarai-inayat, Distt. – Allahabad, U.P.

Contact (home) : 08601538836

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi and Urdu.

Declaration:

I hereby affirm that the above given information is accurate and true to the best of my knowledge

(Mohd. Shamim Ansari)